

17 June 1974

STATINTL

LETTER OF INSTRUCTION FOR: [REDACTED]

You are assigned to the Services Staff of the Directorate of Operations as the senior secretary. Your immediate supervisor is the Chief, Services Staff. Your responsibilities and duties are as follows:

1. As an office manager to:
  - a. Establish and maintain office procedures, files and records.
  - b. Provide guidance to all components of the Staff relating to the preparation of correspondence, the distribution of mail, and intra-staff coordination.
  - c. Maintain a concise logging system which will provide brief abstracts of information on correspondence which I have originated, signed, concurred in or approved, and which in addition will provide immediate identification and the status of pending items.
  - d. Receive and review correspondence to me, researching and attaching background information if appropriate.
  - e. Maintain familiarity with the mission, functions and operations of all Services Staff components to ensure correspondence/records coordination.
2. As a personal assistant to:
  - a. Know who is who in the DDO in particular and at the senior levels of the Agency in general in order to facilitate coordination and liaison.
  - b. Arrange appointments and conferences and to conduct follow-up action to ensure compliance with policy decisions/assignments made.

c. Promote a continuing harmonious atmosphere and smooth flow of business into and out of the office.

d. Maintain the strictest confidence on the substance of all office matters not intended for release to the staff or other components.

e. Know the proper referents in the Staff and to divert on your own initiative both correspondence and incoming calls which need not be handled by me.

f. Draft for my signature routine correspondence and review all correspondence prepared for my signature for procedural accuracy as well as conformance with what you know to be my style and policy.

3. As a secretary-steno to:


a. Prepare and distribute correspondence originated by me.

b. Receive telephone and personal callers and to know when to interrupt and how to handle difficult cases.

c. Attend meetings as required and to prepare reports of the proceedings.

d. Prepare and maintain T&A records.

e. Provide similar assistance to my Executive Assistant, and to the Chief, Covert Action Group in the absence of his secretary.

  
Chief, Services Staff

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I have read and understand  
this Letter of Instruction.

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